

OSA-3755-63

29 July 1963

Dear Jim:

In reply to your recent communications to this office regarding the regulations covering travel, finances, per diem, overtime, etc., please be advised that it would be impractical to send you a copy of these regulations. Several hundred pages of the company regulations are devoted to these subjects and the reproduction task would be formidable, and perhaps contrary to company policy. I personally feel they would be of little value to you as it takes a person experienced in finance to interpret the regulations.

I feel that the best plan is to submit the problems as they arise and we will get you an answer here and phone you. Also, Finance will give you guidance on the correct format if you err on a voucher. I realize the tendency is to be provoked at Finance when they disallow part of a claim, but they are reading out the regs as they see them. In my experience in this Division, I have found the Finance boys most lenient and cooperative and if you are patient a while longer you will benefit by their direction.

I will attempt to answer some of the questions you posed in your memos. George is a contract employee brought on board at the same pay grade as a Grade 7, step 1. He is entitled to the same administrative benefits and is authorized the same allowances as a staff employee in that grade. The only major differences between a staff employee and him is that he pays Social Security rather than into the retirement fund; he can be released without cause at the expiration of his contract and he cannot join the Credit Union. Personnel is trying to get a modification of the latter; I will let you know the results.

George can claim overtime only when he is escorting material. He cannot charge overtime when he is deadheading. He should RON at the terminus and take a flight out the following morning. If the following day is Saturday or Sunday,

OSA-3755-63

Page 2

he can claim no more than 8 hours regular time. All couriers are allowed rest time after a trip and I feel it would be reasonable for George to rest one day in San Francisco after a courier run from the East Coast and claim per diem for that day. If he spends additional time for his own convenience, he must remove himself from per diem status at the time he is through his official duties on the day he goes on leave. He can, however, claim per diem for the day he spends travelling after taking the leave. When not travelling as courier, George is authorized overtime and night-differential for performing any duties you may assign him such as meeting planes, burning payload, baby-sitting, etc., if such duties are performed after working an eight-hour day.

As I said Jim, this is not an attempt to answer all questions which might arise in this area. I hope it is a satisfactory response to your recent inquiries. If not, please advise and we will make every effort to obtain the information you desire.

Regards,

Bill C.
Deputy

25X1A

OSA/SS: [redacted] apr

Distribution:

25X1A

Orig & 1 - [redacted] Rochester, N. Y.
1 - SS/OSA
1 - RB/OSA